

CITY OF POCA TELLO, IDAHO
CITY COUNCIL WORK SESSION
APRIL 8, 2021

AGENDA ITEM NO. 1: Mayor Brian Blad called the City Council Work Session
ROLL CALL to order at 9:01 a.m. Council members present were Heidi Adamson, Roger Bray, Rick Cheatum, Linda Leeuwrik, Claudia Ortega and Chris Stevens.

AGENDA ITEM NO. 2: Christine Howe, CDBG Program Coordinator and Brenda
CDBG ADVISORY POLLARD, CDBG Advisory Committee representative, were
COMMITTEE present to discuss the Committee's goals and projects, as well as
UPDATE Council's policies and expectations.

Ms. Howe gave a brief update regarding CDBG Committee activities. Sidewalk replacement projects were reviewed.

In response to questions from Council, Ms. Howe explained CDBG fund requirements for sidewalk repair/replacement. The funds can be used to replace sidewalks already in place and meeting eligibility requirements.

General discussion regarding CDBG funds and authority to spend the funds in accordance with Federal guidelines followed. Discussion regarding public outreach opportunities and efforts took place. Council encouraged partnerships with area agencies to address housing issues.

Ms. Pollard emphasized that CDBG partners with area agencies to maximize efforts and realize enhanced results.

AGENDA ITEM NO. 3: Josh Heinz, Animal Services Director, was present to update
WILDLIFE FEEDING the Council on the impacts of Ordinance No. 3059,
ORDINANCE UPDATE "Prohibiting feeding of wildlife", enacted October 9, 2020.

Mr. Heinz gave an overview of the Wildlife Feeding Ordinance. He reported that the Animal Services Department has received three (3) calls in response to wildlife feeding in the Bannock Highway and Tech Farm Road areas. He added that no citations have been issued and educational efforts continue.

General discussion regarding deer population and resident education took place.

Council members thanked Mr. Heinz and his staff for their continued educational efforts.

AGENDA ITEM NO. 4: Hannah Sanger, Science and Environment Administrator,
OPEN SPACE was present to update the Council on interagency plans
MANAGEMENT related to open space planning and management, including
UPDATE preventing unauthorized trail construction through extensive
public engagement and development of a sustainable regional
trail system. Unauthorized trail construction has been identified to negatively impact water quality, wildlife habitat and other open space resources.

Ms. Sanger gave an overview of trails on public and private land and shared a display of the authorized and unauthorized trails in the Pocatello area. She added that cooperative efforts by area agencies lead to the creation and maintenance of trails while protecting water quality and natural resources. Ms. Sanger described the vision development process utilized by the City of Pocatello

which includes the following: Inventory and assessment of existing conditions of trails, natural resources and other infrastructure; stakeholder assessment; goals and objectives and desired outcomes; preliminary regional interagency trail map and adoption and implementation. She added that adoption timeline and processes will differ by each agency. Agencies working on the cooperative effort include City of Pocatello Parks and Recreation Department; Environmental Division; Bureau of Land Management; and US Forest Service. Ms. Sanger emphasized the importance of having authorized trails. Trails are authorized through the National Environmental Policy Act (NEPA) and coordinated through travel management planning and agency adoption.

In response to questions from Council, Brent McLane, Planning and Development Services Director, stated that information and consideration of trails will be included in the comprehensive plan.

Ms. Sanger discussed the requirements of a Regional Interagency Trail System which includes agency buy-in to adopt the community's preliminary interagency regional trail map; community buy-in to ensure unauthorized trails are not constructed; and standards for trails and open space management which consider water quality, wildlife habitat, user enjoyment and maintenance. She announced educational outreach efforts are underway to bring awareness to the public and help minimize unauthorized trail construction.

Council discussed unauthorized trails, trail access, ordinance enforcement and causes of trail damage.

Ms. Sanger stated that the next steps include prevention of unauthorized trail construction; conducting assessments of existing conditions of City open space with the help of an ISU intern; and establishing a Working Group to begin public engagement to develop trail system standards.

Council members thanked Ms. Sanger for the presentation and for the cooperative efforts of area agencies.

Mayor Blad called a recess at 10:24 a.m.

Mayor Blad reconvened the meeting at 10:32 a.m.

AGENDA ITEM NO. 5: Jeff Mansfield, Public Works Director; Merrill Quayle, CENTER AND CLARK Development Engineer; and Maggie Clark, Project Manager, STREET SIDEWALK were present to update the Council on current grants that ASSESSMENT have been applied for and/or awarded to the City to improve the accessibility along Center Street and Clark Street.

Mr. Quayle gave background information concerning sidewalks in Pocatello. He gave an overview of Municipal Code which outlines the sidewalk installation requirements for new developments. He added that it is the property owner's responsibility to repair, maintain and replace existing sidewalks. Mr. Quayle gave an overview of past projects which allowed sidewalk construction in various areas of the city. He gave a summary of current efforts for ADA ramp installation and other improvements along State Highway intersections. City departments collaborate on sidewalk projects to maximize grant funding to improve sidewalk access throughout Pocatello. Idaho Transportation Department grant funds are available for pedestrian improvements along the north side of Clark

Street. Grant funding for improvements along the south side of Center Street may become available in fall 2021 for construction in 2023.

Council discussed areas in need of improvements and the importance of having “shovel-ready” projects to take advantage of future funding opportunities. Discussion continued regarding sidewalk placement and maintenance responsibility of property owners.

In response to questions from Council, Mr. Quayle stated that a Tree Ordinance is in place with a corresponding list of trees approved for placement in the “planter strip” area in front of properties. He addressed varying curb styles in neighborhoods. He added that property owner outreach efforts will increase as construction timeframes are confirmed for sidewalk improvement projects.

Brent McLane, Planning and Development Services Director, stated that values and goals of community members will be gathered as community outreach continues and will be included in the Comprehensive Plan.

AGENDA ITEM NO. 6: Jim Krueger, Chief Financial Officer, presented detailed
PROPOSED APRIL information to Council on proposed Fiscal Year 2021 April
FISCAL YEAR 2021 Budget amendments for the public hearing to be held on
BUDGET AMENDMENTS April 15, 2021.

Mr. Krueger reviewed 18 proposed amendments that will affect 13 funds. They are: General Fund \$1,790,385.00; Street Fund \$800,000.00; Recreation Fund \$85,000.00; Transit Rural Fund \$440,000.00; Transit Urban Fund \$81,000.00; Science and Environment Fund \$283,000.00; Water Pollution Control Fund \$443,809.00; Ambulance Fund \$243,910.00; Information Technology Fund \$55,000.00; Street Federal Aid Fund \$806,177.00; Capital Improvements Fund \$85,000.00; Hill View Settlement Fund \$925,000.00; and Zoo Improvement Fund \$125,000.00. Total proposed amendments are \$6,163,281.00.

Mr. Krueger explained no action will be taken at this time. A public hearing will be held on April 15, 2021 during the Regular City Council meeting. An ordinance to adopt the proposed amendments will be prepared for Council’s consideration.

Council discussion continued regarding interfund transfers, fund balance objectives and policy; appropriate use of reserves and capital outlay projects.

AGENDA ITEM NO. 7: Jim Krueger, Chief Financial Officer, was present to update
FISCAL YEAR 2022 the Council on the Fiscal Year 2022 Budget process.
BUDGET PROCESS
UPDATE

Mayor Blad shared thoughts with the Council members regarding the budget process and proposed budget calendar for Council and staff participation. He stated that due to time constraints, adjustments to the budgeting process are necessary. Mr. Krueger will provide service level reports to the Council along with actual Fiscal Year 2021 figures and slide presentations. That information will be given to Council members for their review during the first week in May. Council members are asked to send their questions and concerns to Mr. Krueger for discussion at the May 6, 2021 Budget Meeting. A proposed budget will be presented to the Council for their consideration and

recommendations. A public hearing for the proposed Fiscal Year 2022 Budget will be held at the August 5, 2021 Regular Council meeting.

Council members discussed proposed fees and services.

Jared Johnson, City Attorney, reminded Council members to direct all questions to Mr. Krueger and that those items will be addressed within an open meeting.

Mayor Blad thanked the Council for their consideration of the new budget process and thanked them for their work during the Work Session.

AGENDA ITEM NO. 8: There being no further business, Mayor Blad adjourned the
ADJOURN meeting at 12:27 p.m.

APPROVED:

BRIAN C. BLAD, MAYOR

ATTEST AND PREPARED BY:

KONNI R. KENDELL, CITY CLERK